

ADMINISTRATIVE - INTERNAL USE ONLY

17 March 1978

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-43

SUBJECT : Pay Administration for Government Printing System Employees

RESCISSION: OPM 20-31-41 dated 24 January 1978

1. BACKGROUND

By agreement between the Director of Central Intelligence and the Public Printer and approval by the Joint Congressional Committee on Printing, the State Service-Government Printing Office Plant was transferred to CIA in 1957. Employees working in the plant at the time of the transfer were given the option of remaining in the plant as CIA employees or returning to the GPO if they had been assigned to this plant from the central GPO office. Employees who elected to remain in the plant were guaranteed that they would not lose benefits as a result of their transfer to CIA. As a result, the Government Printing (GP) System has been used to determine rates of pay for printers throughout the Agency. A 1976 PMCD survey of the Office of Logistics/Printing and Photography Division, however, found sufficient differences in work processes and job content between the GPO and P&PD printers to warrant an extensive revision of the GP System as it applies to the Agency.

2. POLICY AND PROCEDURES

Effective with the publication of this OPM, the following policy, procedures, and methods will apply in the administration of the revised Agency GP System:

a. GP Position Titles: All GP position titles formerly used in the schedule are to be abolished and new position titles will be established at maximum pay and staffing levels. Non-supervisory employees will be paid based upon the established level of their performance as determined by the office concerned. In cases where job comparability has been found at the GPO, equivalent rates of pay in the GP System will be maintained. Only deviations from established GPO standards or work methods will constitute justification for establishment of new titles and rates of pay for GP System positions within the Agency.

b. Recognized Trades: The following are "Recognized Trades" which apply to GP System positions and are based on Government Printing Office trade configurations, except in cases where Agency organization of work prohibits conformance. In those cases, unique trade titles and definitions have been developed. Rates of pay for unique Agency

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trades are based on the highest paying duty performed by comparable Government Printing Office tradesmen. Requests for designation of additional trades to be used in computing uprates must be forwarded in writing to the Position Management and Compensation Division, Office of Personnel. Such requests will be evaluated based upon application of new equipment work processes, or new combinations of existing trades.

(1) Compositor: Performance of duties involving the conversion of written, tape, or typewritten text into standardized printable form utilizing hand, mechanical, or electronic methods; reading, marking, and/or correcting printed galley, coded computer printouts, and other proofs for composition requirements; keyboarding; proving; and imposition. (Based on GPO)

(2) Offset Stripper Compositor: Performance of duties involving the conversion of written, tape, or typewritten text into standardized printable form utilizing hand, mechanical, or electronic methods; reading, marking, and/or correcting printed galley, coded computer printouts, and other proofs for composition requirements; keyboarding; proving; imposition; slicing; cutting; opaquing; scribing; waxing; and processing film and/or paper. (Unique Trade)

(3) Offset Photographer: Performance of duties involving the conversion of original image materials to a film base through manipulation of specialized photographic equipment and processes. Duties involve photographing original copy to produce various types of black and white or color negatives and positives for duplication processes including mixing and use of specialized photographic chemistries. (Based on GPO)

(4) Offset Stripper: Performance of duties involving the layout and assembly of photographic negatives for photomechanical platemaking, supplementing and adapting photographic negatives, and preparation of metallic and paper image carriers using a photomechanical process. (Unique Trade)

(5) Pressman: Performance of duties involving mass production of printed color or black and white images in required numbers utilizing offset presses of at least 18x25" in size and letterpresses. Duties also include preparation of the press, quality control, mixing inks, making adjustments, and performing minor repairs on equipment. (Unique Trade)

(6) Bookbinder: Performance of duties involving the hand or machine assembly of books, magazines, forms, catalogs, and the like. Duties also include planning, setup, operation, adjustment, and first level maintenance of mechanical bindery equipment and performance of related and specialized hand operations. (Based on GPO)

(7) Mechanic Machinist: Performance of duties involving major maintenance, installation, rebuilding, alteration, or fabrication of the mechanical, electrical, and related items associated with printing, lithography, photography and xerography in a printing plant and photographic laboratory. (Based on GPO)

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(8) The following unique trades apply only in the Special Printing Plant/Printing and Photography Division/Office of Logistics:

(a) Special Printing Plant - Offset Photographer: Requires performance of duties included in approved definition for Offset Photographer; duties stated in approved definitions for Offset Stripper and Pressman as required; and performance of Lead Bindery Assistant functions as required.

(b) Special Printing Plant - Offset Stripper: Requires performance of duties included in approved definition for Offset Stripper; duties stated in approved trade definition for Offset Photographer and Pressman as required (although Offset Photography work is not at the journeyman level); and performance of Lead Bindery Assistant functions as required.

(c) Special Printing Plant - Pressman: Requires performance of duties included in approved definition for Pressman; duties stated in approved trade definitions for Offset Photographer and Offset Stripper as required (although not at the journeyman level); and performance of Lead Bindery Assistant functions as required.

c. Definitions: The following definitions of qualifications for journeyman and uprated non-supervisory positions apply to all GP Pay System trades. Uprated positions will continue to be computed on the basis of the formula applicable for GPO uprate computations. Non-supervisory uprates would normally be established at either 103% or 107% of journeyman wage for the applicable trade. Positions established at the 107% level are titled with "Lead" preceding the applicable trade, i.e., Lead Bookbinder, Lead Pressman, etc. Positions established at the 103% level are titled with "General" preceding the applicable trade, i.e., General Bookbinder, General Pressman, etc.

(1) Primary Trade: Trade in which an employee is currently certified at the journeyman level and working a predominant percentage of time.

(2) Secondary Trade: Trade in which an employee, while performing a preponderance of time in the primary trade, attained full journeyman level proficiency through informal training. This proficiency must be certified by both the Secondary Trade supervisor and the office concerned.

(3) Journeyman - 100%: Performance at the full journeyman level in any single recognized trade as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, at least 80% of the time.

(4) General - 103%:

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(a) Performance of two recognized trades, each performed at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, at least 20% of the time.

(b) Performance of a single recognized trade which significantly exceeds the journeyman level of performance by peers or applicable industry standards, whichever is higher, if performed virtually full time.

(5) Lead - 107%:

(a) Performance of three recognized trades, each performed at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, at least 20% of the time.

(b) Performance of a single recognized trade which significantly exceeds the journeyman level of performance by peers or applicable industry standards, whichever is higher, at least 50% of the time, and performance of a second recognized trade at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, at least 20% of the time.

d. Specific Combination Upgraded Positions: In addition to the combinations cited in paragraph c above, the following specific combinations have been approved for consideration of personnel for promotion to upgraded positions. These combinations are unique to a specified trade, as dictated by the work situation. Combinations cited at the 103% level may be performed in addition to a second trade in which case the employee could qualify for a 107% upgrade.

(1) Offset Stripper Composition: No specific combination upgrades cited.

(2) Compositor: No specific combination upgrades cited.

(3) Offset Photographer: No specific combination upgrades cited.

(4) Offset Stripper: 103% upgrade for performance as an Offset Stripper at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, and technical supervision of other Offset Strippers while performing Platemaker functions.

(5) Pressman: 103% upgrade for four color process printing on a single color press when performed at least 20% of the time.

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(6) Bookbinder:

(a) 107% uprate for performance in any three areas listed below when performed at least 20% of the time each:

- Journeyman Bookbinder
- Bookbinder Preservationist
- Full maintenance of a piece of major equipment
- Any other Journeyman trade

(b) 103% uprate for full maintenance of a piece of major equipment in addition to performance as a Bookbinder at the journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher.

(7) Mechanic Machinist: 103% uprate for performance as a Mechanic Machinist at the journeyman level as previously defined, and performance of similar functions involving sophisticated electronic equipment.

(8) Bindery Assistant: The Bindery Assistant title does not reflect a recognized printing trade because it does not require a four-year apprenticeship to attain "journeyman" level. The following combinations do constitute justification for uprating of Bindery Assistants:

(a) 103% uprate for performance as a Bindery Assistant at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, and performance of one of the below listed Bookbinder duties at the journeyman level when performed at least 20% of the time:

- Set up and operation of power paper cutters
- Set up and operation of various folding machines
- Set up and operation of perfect binding machines
- Set up and operation of signature gathering machines, single sheet collating machines, paper drills, laminating machines, and booktaping machines.

(b) 103% uprate for performance as a Bindery Assistant which significantly exceeds the journeyman level of performance by peers or applicable industry standards, whichever is higher, if performed virtually full time.

(c) 107% uprate for performance as a Bindery Assistant at the full journeyman level as determined by established journeyman level performance by peers or applicable industry standards, whichever is higher, and performance of two or more of the above listed Bookbinder duties at the journeyman level when performed at least 20% of the time.

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e. Mandatory Upated Positions: The following specialty functions are based on direct comparability with equivalent positions at the GPO. These positions require mandatory uprates when the described work is being performed.

(1) Offset Photographer: 107% uprate for process color separation when performed at least 20% of the time.

(2) Offset Stripper: 107% uprate for Litho Artist color work when performed at least 20% of the time.

(3) Pressman: 107% uprate for operation of a 2 color press when performed at least 20% of the time.

(4) Bookbinder: 103% uprate for performance of Bookbinder Preservationist duties when performed at least 20% of the time.

(5) Mechanic Machinist: No mandatory uprates cited.

(6) Bindery Assistant: No mandatory uprates cited.

f. Supervisory Positions: Supervisory rates of pay are based upon the highest paying trade supervised. It is not necessary that the supervisor be technically qualified in that trade in order to receive remuneration based upon the highest paying trade supervised. Supervisory positions are established at uprates of 130%, 120% and 110%.

(1) 130% uprate positions are titled Foreman and constitute supervision of an entire branch.

(2) 120% uprate positions are title Assistant Foreman and are established as justified by supervisory responsibilities relative to workload and work schedule, such as supervision of a shift at the branch level or serving as a deputy branch chief.

(3) 110% uprate positions are titled Group Chief and constitute supervision of a unit or section within a branch. Group Chiefs are typically working supervisors.

g. Mix of Positions: The authorized mix of uprated and journeyman level positions is determined by analysis of workload requirements and are not established relative to the capabilities of employees.

h. Employee Titles and Promotions: Reassignment to journeyman, uprate, and supervisory positions within the GP Pay System will be considered a promotion. Employees may be assigned to non-supervisory positions which are higher graded than their own pay level without being promoted to that level. The positions on the Staffing Complement represent optimum staffing levels and the operating mix of employees may be less than the authorized position levels. Non-supervisory

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employees may be required to perform higher level work (recognized uprated work) without receiving additional remuneration under the following conditions:

- (1) If all authorized uprated positions are currently encumbered by employees performing the uprated work at appropriate performance levels,
- (2) If the employee is in training for an uprated position,
- (3) If the employee is performing the work on a temporary basis, such as filling in for other employees on leave,
- (4) If the employee's level of performance is not sufficient to warrant promotion to the uprated level, or
- (5) If the workload requirements are not sufficient to assign the employee for the required percentage of time to warrant promotion to the uprated level.

Employee titles and corresponding rates of pay will be determined based on the trade in which the employee is currently certified as a journeyman. If an employee is working a predominant portion of the time in a secondary trade the uprate will be based upon the secondary trade if the basic rate of pay for that trade is higher than the basic rate of pay for the primary trade. The responsible office must ensure that the specific duties which were the basis for awarding a combination uprate position are continually performed by the incumbent and, if not, that corrective action is taken to change the uprate of the employee and/or the position.



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